

VOLUNTEER COORDINATOR 075

DEPARTMENT: Community Services/WAMAC/Olde Towne Medical Center

NATURE OF WORK:

Provides coordination of volunteers with the needs of the Olde Towne Medical Center. Work is performed under the direct supervision of the WAMAC Director of Development.

ESSENTIAL FUNCTIONS OF THE JOB:

Works with Olde Towne Medical Staff to discover and develop tasks at all levels for volunteers to perform.

Contacts prospective and new volunteers.

Coordinates the availability of volunteers with the work needs of the clinic.

Tracks and reports the hours worked by volunteers.

Conducts quarterly volunteer orientation session for new volunteers.

Conducts general volunteer training sessions as necessary.

Manages and organizes all Health Fair requests.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are primarily performed at Olde Towne Medical Center in an office setting. Operates general office equipment including copy machine, telephone, and fax.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to establish and maintain effective working relationships with varied staff and public.

Good written and verbal communication skills.

Basic understanding of clinic environment and operations.

MINIMUM QUALIFICATIONS:

High school diploma required. Some experience working in the field of Human Services preferred.

Updated: November 2001
vol.075

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Volunteer Coordinator

Position Number 075

Department Community Services

Division WAMAC/Olde Towne Medical Center

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- ☒ Ability to understand and follow oral instruction
- ☒ Ability to understand and follow written instruction
- ☒ Ability to guide and/or give instructions
- ☒ Ability to make decisions in accordance with established procedures and policies
- ☐ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- ☒ Answering telephone, radio, or switchboard
- ☒ Communicating with County officials
- ☒ Communicating with general public
- ☒ Communicating with vendors
- ☒ Communicating with supervisors and/or with other employees
- ☒ Communicating with others: agencies, funders
- ☐ Not essential to job function

2. Hearing/Listening:

- ☒ For communication with County officials, public, vendors, supervisors and/or other employees
- ☐ Not essential to job function

3. Reading: (ability to read and understand text)

- ☒ Essential to job function
- ☐ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- ☒ Ability to mentally perform accurate two digit calculations
- ☒ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- ☒ Essential function
- ☐ Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other:_____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- ☒ Essential to job function
- ☐ Not essential to job function

Explain: Operate computer

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

| Ability to manipulate materials and/or equipment (lbs) | | | | | | | Frequency of Manipulation | | |
|--|----|------|-------|-------|-------|------|---------------------------|------------|--------------|
| | 5- | 5-10 | 10-15 | 15-25 | 25-50 | 50 + | Occasionally | Frequently | Continuously |
| Lift | | | ✓ | | | | | ✓ | |
| Push/Pull | | | | ✓ | | | ✓ | | |
| Hold/Carry | | | ✓ | | | | | ✓ | |

Manipulation done from: ☒ ground to waist ☒ waist level ☐ waist to shoulder ☐ above shoulder
(Check all that apply)

Not essential to job function: ☐ Lift ☐ Push/Pull ☐ Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

- ☒ Step stool
- ☐ 8' to 10' step ladder
- ☐ Extension ladder
- ☐ Other _____
- ☐ Not essential to job function

Stairways

- ☒ 1 flight
- ☐ 2 flights
- ☐ 3 or more flights
- ☐ Other _____
- ☐ Not essential to job function

Steps

- ☐ 1-2
- ☐ 2-3
- ☐ 3-4
- ☒ Other: 10 steps
- ☐ Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

| Duration (hours/day) | | | | | | | Occasionally | Frequently | Continuously |
|----------------------|-----|-----|-----|-----|-----|-----|--------------|------------|--------------|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9 + | | | |
| Stand | ✓ | | | | | | ✓ | | |
| Sit | | ✓ | | | | | ✓ | | |
| Walk | ✓ | | | | | | | ✓ | |
| Run | | | | | | | | | |

If walking or running, over what type of terrain? ☒ flat ☐ rough ☐ both

Not essential to job function: ☐ Stand ☐ Sit ☐ Walk ☒ Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- ☒ 0-5x ☐ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- ☐ 0-5x ☒ 5-20x ☐ 20-50x ☐ 50+x
☐ Other _____ ☐ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- ☒ Peripheral vision
- ☒ Night vision
- ☒ Focus (distinctness or clarity)
- ☒ Color perception (discriminate between colors)
- ☒ Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

| Transmission | Standard | Automatic | Multi-Gears |
|-------------------------------|--------------------------|-------------------------------------|--------------------------|
| Car | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Van | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Small Truck | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Medium Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Truck w/Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy Bus Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not essential to job function | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other (list) _____ | | | |